



**ROBERT S. WERTZ, JR.,
COMMISSIONER OF THE REVENUE
COUNTY OF LOUDOUN**

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BUSINESS TANGIBLE PERSONAL PROPERTY REGISTRATION

For Businesses located within the incorporated limits of the **Town of Leesburg**

Please complete this form to ensure that return information will be sent to the correct Business owner and mailing address.
This Registration form may be completed online at www.loudoun.gov/business-tax-register in lieu of mailing or faxing this form.

Trade Name: _____ **Business Telephone:** _____

Business Web Site: _____

BUSINESS OWNERSHIP STRUCTURE: (Please Check One)

Sole Proprietorship ☐ **Single Member LLC** ☐ Social Security Number _____

Individual's Name _____ Single Member LLC Name _____

Home Address _____

Home Telephone _____ Cell Phone # _____

Corporation ☐ **LLC** ☐ **Partnership** ☐ **Other** ☐ _____

Name _____ Federal Tax ID Number _____

Main Office Address _____

Main Office Telephone _____ Cell Phone # _____

General Partner ☐ President ☐ Managing Member ☐ Name _____

Social Security Number _____ Home Address _____

BUSINESS MAILING ADDRESS

Address # _____ Street/Road Name _____ Suite/Apt/PO Box # _____ City _____ State _____ Zip Code _____

PHYSICAL BUSINESS LOCATION (No PO Boxes, route numbers or Postal Mail Delivery Locations)

Address # _____ Street/Road Name _____ Suite/Apt _____ City _____ State _____ Zip Code _____

DATE BUSINESS BEGAN IN LOUDOUN AT ABOVE PHYSICAL BUSINESS LOCATION: _____ / _____ / _____

DESCRIPTION OF BUSINESS: _____

ESTIMATED GROSS REVENUE: \$ _____

All businesses are required to annually file a Business Tangible Personal Property tax return by April 15, declaring all property such as furniture, fixtures, equipment, machinery, tools and heavy equipment located in Loudoun County on January 1st of each year. Property located in any of the incorporated towns may be subject to town business tangible property tax in addition to the county levy. An asset list containing date of purchase, property description and original cost must be included with the return. Leased equipment must be declared indicating name and address of the lessor and terms of the lease.

I have read the above and understand my responsibilities under Title 58.1-3518 of the Code of Virginia.

Signature _____

Date _____

Print Name _____

Contact Phone Number _____

Contact Email Address _____